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6 April 1956

MEMORANDUM FOR THE RECORD

SUBJECT: LETTERS OF AUTHORIZATION - Military Personnel

1. On 4 April, [] and the undersigned discussed the necessity for letters of authorization for military personnel going overseas with []

2. It was determined that all military personnel going overseas should have letters of authorization in their files to cover Agency payments for travel and other items which may be based on Joint Travel Regulations. The following points were discussed:

a. Officers overseas receive the following; base pay, longevity, quarters, subsistence, and a dislocation allowance of one month's quarters allowance.

b. Enlisted men overseas will receive base pay, plus a Class "Q" Allotment (which covers quarters allowance) and an overseas differential varying from \$22.50 per month in the case of a Master Sergeant to \$9.00 in the case of an A/2C. It was also brought out that enlisted men may not be charged any service charge for government-furnished quarters overseas.

3. We discussed the possibility of providing a separation allowance and we were informed by [] that this is specifically prohibited. The Agency policy is oriented toward the provision of all normal service allowances and perquisites by any deviation from normal service allowances must be fully substantiated. One such deviation might be the substitution of civilian per diem allowances instead of military (these allowances are practically the same with maybe a one or two dollar deviation in either direction depending on the various locations). This change has been suggested by the Project Comptroller as an administrative aid in processing travel vouchers, etc. Another provision which might be authorized in a LOA is an increase in the basic military authorization for transportation of personal baggage. Our proposed 500 lbs per individual is considerably in excess of that normally authorized to accompany military personnel.

4. [] has agreed to draft up proposed letters of authorization covering the following categories: single airmen, married airmen, single officers and married officers. He will forward these drafts to Project Headquarters and we will then discuss them further.

Distr: 1 - Pers (Mil)

2 - *FINANCIAL*

3 - Chrono

4 - Reading

RBW/ht

[]
Personnel Officer